

**From:** [Little, Bill](#)  
**To:** [Walters, Donn](#); [Shultz, Kim](#)  
**Cc:** [Ray, Lauren](#)  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval  
**Date:** Wednesday, January 08, 2014 12:09:00 PM

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I will send a revised what's next, Otherwise it is good to go.

Bill Little  
Region 6 USEPA  
Community Involvement  
Coordinator/SEE  
214.665.8131  
[little.bill@epa.gov](mailto:little.bill@epa.gov)

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**From:** Walters, Donn  
**Sent:** Wednesday, January 08, 2014 12:00 PM  
**To:** Shultz, Kim  
**Cc:** Little, Bill; Ray, Lauren  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Too much information on Enforcement/Legal actions. Under What Happens next, I would suggest taking out the first sentence, and revising or deleting the fifth bullet. Ok to discuss "cost recovery" in general, but not "filing lawsuits, etc

Otherwise, ok.

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**From:** Shultz, Kim

**Sent:** Wednesday, January 08, 2014 10:46 AM  
**To:** Walters, Donn; Little, Bill  
**Cc:** Williams, Denise; McKinney, Jason; Ray, Lauren  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Donn, we received changes to the Fact Sheet yesterday along with the addresses of the Key Personnel to be added.

Attached is the Final Fact Sheet to be approved before we print 380 copies. Bill, I forgot if you wanted additional copies for your files as well? If so, we will need to increase the number of copies to make.

Also attached are the mailing labels inclusive of the adds from yesterday. Total of 377 going out to residents, businesses and key personnel.

Once we receive approval on the two items, we will get them printed and mailed out tomorrow.

Kim Shultz  
Toeroek Associates, Inc.



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214-665-3147

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**From:** Walters, Donn  
**Sent:** Wednesday, January 08, 2014 9:44 AM  
**To:** Ray, Lauren; Little, Bill  
**Cc:** Williams, Denise; McKinney, Jason; Shultz, Kim  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

You are correct. I thought this was all done by now.... My first day back, what is the issue?

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**From:** Ray, Lauren  
**Sent:** Tuesday, January 07, 2014 1:47 PM  
**To:** Little, Bill; Walters, Donn  
**Cc:** Williams, Denise; McKinney, Jason; Shultz, Kim  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Thank you, Bill.

Lauren Ray  
Toeroek Associates, Inc.  
(214) 665-2756  
[ray.lauren@epa.gov](mailto:ray.lauren@epa.gov)  
EPA Region 6 EFMC Support

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**From:** Little, Bill  
**Sent:** Tuesday, January 07, 2014 1:12 PM  
**To:** Ray, Lauren; Walters, Donn  
**Cc:** Williams, Denise; McKinney, Jason; Shultz, Kim  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Lauren,  
Find attached what I think would be an acceptable fact sheet at this time. I deleted the Public Precautions and added some people, I don't want this to go over the three pages and would prefer it be two, but we can't say all this in two pages.  
Donn needs to approve everything on mailings, and I would expect this would be high priority because it really should have already been out of here. This is no reflection on you or Toeroek, I just thought it would have been done right after or with the final posting of the site.  
My problem not yours.

Thanks,  
Bill

Bill Little  
Region 6 USEPA  
Community Involvement  
Coordinator/SEE

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**From:** Ray, Lauren  
**Sent:** Tuesday, January 07, 2014 10:27 AM  
**To:** Little, Bill; Walters, Donn  
**Cc:** Williams, Denise; McKinney, Jason; Shultz, Kim  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Thank you, Bill.

Lauren Ray  
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EPA Region 6 EFMC Support

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**From:** Little, Bill  
**Sent:** Tuesday, January 07, 2014 10:25 AM  
**To:** Ray, Lauren; Walters, Donn  
**Cc:** Williams, Denise; McKinney, Jason; Shultz, Kim  
**Subject:** RE: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Lauren, I will send you the additions to the Mailing List , adjust the fact sheet and have at all to you this afternoon.

Bill Little  
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Community Involvement  
Coordinator/SEE  
214.665.8131  
[little.bill@epa.gov](mailto:little.bill@epa.gov)

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**From:** Ray, Lauren  
**Sent:** Tuesday, January 07, 2014 10:01 AM  
**To:** Walters, Donn  
**Cc:** Williams, Denise; McKinney, Jason; Little, Bill; Shultz, Kim  
**Subject:** FW: Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Bill:

Just following up on the Wilcox Oil fact sheet mailing. Please see email below and attachments.

We still need EPA approval of the attached mailing list, Bill Little's list of names (key contacts) from his Wilcox book to add to the mailing list, and EPA's review and comment to the attached draft fact sheet. We can then finalize the fact sheet and mail it out.

Thank you.

Lauren Ray  
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EPA Region 6 EFMC Support

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**From:** Ray, Lauren  
**Sent:** Thursday, January 02, 2014 12:17 PM  
**To:** Walters, Donn; Williams, Denise; McKinney, Jason; Little, Bill  
**Cc:** Shultz, Kim  
**Subject:** Wilcox Oil Mailing List and Draft Fact Sheet for EPA review and approval

Donn, Denise, Jason, Bill:

I hope you all had a nice holiday. Donn informed us that he is out of the office at least part of this week, and asked that Denise or Jason review and approve the Wilcox Oil mailing list and draft fact sheet if he is not here, so that the fact sheet can be mailed out. I understand that Bill might be back in the office this week as well.

There are two attachments to this email, which need EPA approval. One attachment is the mailing list, and the other attachment is the draft fact sheet.

The mailing list was generated using a ½-mile radius from the boundary of the site, as Donn instructed. On the attached mailing list spreadsheet, there are two tabs, one tab for residential names and addresses, and one tab for business names and addresses. There are a total of 288 residential names and addresses, and 79 business names and addresses, for a total of 367 names and addresses within a ½-mile radius. This is quite a bit less than our original estimate (of 600+ addresses within ½ mile), so I know Donn will be pleased that the GIS data and geocoding was able to reduce the mailing list to a more manageable size.

Bill Little had indicated that he has names and contact information for the mailing list, in his Wilcox book, which I assume are names of key contacts, such as city and state representatives. We will need that information to add to the mailing list, as well.

There is one section of the attached draft fact sheet that still needs EPA input. The original draft fact sheet from Bill Little had a bullet item listed in the information box on page one titled, "Recommendations to the Public," however the draft fact sheet did not have a recommendations write up. We added a section title, "Recommendations to the Public," on page 3, and it is currently blank. We can either remove that title from the box on page 1 and from page 3, or we can keep it with a brief statement or paragraph of recommendations from EPA.

Please reply with your approval to or comments to the attached mailing list, and your feedback to the draft fact sheet. We will then finalize the fact sheet for mailing.

Thank you.

Lauren Ray  
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(214) 665-2756  
[ray.lauren@epa.gov](mailto:ray.lauren@epa.gov)  
EPA Region 6 EFMC Support